

ALTERNATE WORK WEEK SCHEDULE AGREEMENT

This document specifies the alternate work week schedule for the below-identified employee and the terms and conditions applying to that schedule to which the employee agrees. (See reverse for rules.)

NAME OF EMPLOYEE		EFFECTIVE (Month/Year) (MUST BE BEGINNING OF PAY PERIOD) :		
		Month:		Year:
SOCIAL SECURITY NUMBER		PERIOD OF AGREEMENT FROM:	THROUGH:	
DIVISION	SECTION NO.	WORK HOURS		
		From: A.M.	To: P.M.	

Check the box next to the appropriate Alternate Work Week Schedule:

9/8/80 1 st Monday off	<input type="checkbox"/>	9/8/80 1 st Tuesday off	<input type="checkbox"/>	9/8/80 1 st Wednesday off	<input type="checkbox"/>
9/8/80 2 nd Monday off	<input type="checkbox"/>	9/8/80 2 nd Tuesday off	<input type="checkbox"/>	9/8/80 2 nd Wednesday off	<input type="checkbox"/>
9/8/80 1 st Thursday off	<input type="checkbox"/>	9/8/80 1 st Friday off	<input type="checkbox"/>		
9/8/80 2 nd Thursday off	<input type="checkbox"/>	9/8/80 2 nd Friday off	<input type="checkbox"/>		
4/10/40 Monday off	<input type="checkbox"/>	4/10/40 Wednesday off	<input type="checkbox"/>	4/10/40 Friday off	<input type="checkbox"/>
4/10/40 Tuesday off	<input type="checkbox"/>	4/10/40 Thursday off	<input type="checkbox"/>		

TERMS AND CONDITIONS

I, the undersigned employee, understand that this change in my time base is both voluntary and a privilege, not a right, and may be modified or canceled by the Air Resources Board at any time. A written notice is required 30 calendar days prior to such modification/cancellation unless shorter notice is mutually agreed upon by the employee and management.

I, agree that any excess hours remaining will be compensated at the straight time rate when earned, by lump sum or time off, and any deficit hours will be charged to excess, CTO, annual leave, vacation, personal leave, or approved dock.

I agree to abide by the Air Resources Board's Flexible Work Week Schedule policy and understand and accept the terms described in this agreement.

AGREEMENT CERTIFICATION

EMPLOYEE SIGNATURE:		DATE:
SUPERVISOR SIGNATURE:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	DATE:
ATTENDANCE COORDINATOR:		DATE:

PROVIDE COPIES TO EMPLOYEE AND MANAGEMENT

Original to be maintained in the Personnel Office

GENERAL RULES APPLYING TO: ALTERNATE WORK WEEK SCHEDULE (AWWS)

Employees participating in an AWWS must be a permanent full time employee. Employees in Work Week Group (WWG) 4C already have a flexible work schedule; therefore, the following does not apply. The decision to implement alternate work weeks is at the discretion of the supervisor with Division concurrence. The available alternate work week plans are described below:

4/10/40 – A fixed 4/10/40 AWWS consists of four ten-hour days and three days off each work week.

9/8/80 – A fixed 9/8/80 AWWS consists of one eight-hour day, and four nine-hour days, with two days off in one week, and four nine-hour days with three days off during the following week for a total of 80 hours in a consecutive two-week period. The eight-hour day must be the same day of the week as the day off. Employees who are approved for a 9/8/80 work week will be required to adjust the start of their work week to ensure that they do not work over 40 hours in any consecutive seven-day period. In this instance, their work week would be adjusted to start four hours into their eight-hour day. For example, an employee whose shift is 8 a.m. – 5:30 p.m. (including ½ lunch) and has every other Friday off would start his/her work week at 12 noon on Friday. His/her two week schedule would be reflected as follows:

	Day of Week	Friday 12 p.m.	Monday	Tuesday	Wednesday	Thursday	Friday 8 a.m.	Total Hours
Week 1	Hours Worked	0	9	9	9	9	4	40
Week 2	Hours Worked	4	9	9	9	9	0	40

AWWS can sometimes result in a difference of hours worked in a pay period.

Excess hours are accrued and may be used the first day of the following pay period.

EXCESS HOURS TAKEN (TE) will be posted when the required number of hours have NOT been met due to employee's regular work schedule. If the employee does not have enough excess hours, deficit hours will be charged accordingly per the Terms and Conditions as detailed on reverse side.

HOLIDAYS and FLOATING HOLIDAYS: If a holiday falls on a regularly scheduled workday, in addition to the eight hours credited for the holiday, the employee must charge the additional two hours (if on a 4/10/40 schedule) or one hour (if on a 9/8/80 schedule) to excess, CTO, annual leave, vacation, personal leave, approved doctor, or work the number of appropriate hours to make up the difference. When an employee uses a Personal holiday, he/she must charge an additional two hours (if on 4/10/40 schedule) or one hour (if on a 9/8/80 schedule) to leave credits per the Terms and Conditions of Agreement. If a holiday falls on a day an employee is not scheduled to work, the employee will be credited with eight hours of excess time. When employees work on a holiday, whether it's a scheduled work day or not, indicate hours worked (HW) on Time Report.

At the termination of an alternate work week or irregular work week schedule, the excess hours balance shall remain on the books. The excess hours may be utilized in lieu of other leave credits.

Excess hours are not overtime. Upon separation or transfer out of the Board, any excess hours will be paid at the straight time rate.